

University Advising Center (UAC) Advising Guide

Location and Hours

126 Strong Hall
1450 Jayhawk Blvd. Lawrence, KS 66045
Monday—Friday 8:00 to 5:00
Appointments: (785) 864-2834
Fax: (785) 864-5223
advising@ku.edu
www.advising.ku.edu

What We Can Do For You

Advisors at the University Advising Center help you take ownership of your education. We assist your efforts to:

- Understand degree and admission requirements for majors and schools
- Choose appropriate courses for enrollment
- Interpret University policies and procedures
- Explore and choose majors and minors, including professional degrees
- Identify helpful University resources

We are a great resource to turn to when you have a question and don't know who to ask. If we don't know the answer, we will get you to someone who does.

When to See Us

Your college experience is a time of exploration and independent responsibility. To be successful while you are at KU, you should meet with your advisor regularly.

Meet with an advisor anytime!

Advisors are available to assist you in person as a "walk-in", by phone, by email, and by appointment.

Until you have officially declared a major or are admitted to a professional school, you are required to meet with an advisor each semester before enrolling for classes.

Schedule your advising appointment well in advance of when you need to enroll. Enrollment appointment times are posted the week before fall and spring breaks in the [Kyou portal](#). You should make an advising appointment for October or November in the fall and March or April in the spring.

Please call (785) 864-2834 in early October for Spring enrollment and early March for Summer and Fall enrollment to make your advising appointment.

****Read this entire guide before you schedule your appointment****

Who to See

Before you call to make an appointment, it is best to determine who you will need to see. You have an assigned advisor who is listed in your academics notices in the [Kyou portal](#).

Additionally, various majors and professional programs offer group advising for eligible students during the main advising period. A list of available group advising options is posted in October and March at www.advising.ku.edu.

All UAC advisors can assist students in exploring any major or minor at KU.

You may browse through the UAC advisors and read their bios by visiting www.advising.ku.edu/staff.

Things to Think About Before You Schedule Your Appointment

Most appointments are made for 30 minutes particularly during main advising.

- Request a 60-minute appointment if:
 - You want to complete a Graduation Plan
 - You need to complete an Academic Probation contract
 - You need to discuss a Financial Aid Appeal
 - You think you will need more than 30 minutes
 - You have more than 3 topics to discuss

Dates/times that work with your schedule

- Refer to your schedule or planner to determine your availability. *Do not schedule an advising appointment when you have class!*

Your enrollment appointment time

- Posted in the [Kyou portal](#).

Be flexible

- Your preferences and needs are always considered when you schedule an appointment. Please remember, however, the need for flexibility.

Your major(s) or potential major(s)

- For a complete guide to majors and programs at KU visit www.advising.ku.edu/~advising/choosemajor/majors.shtml

Things you want to discuss with your advisor

Things to Think About Before You Meet with Your Advisor

For every appointment:

- Your academic goals
- Your career goals
- Major and minor options
- How your classes are going (if you are currently enrolled)
- Questions and/or concerns you have about your particular situation

For enrollment appointments (in addition to the things listed above):

- Classes you want to take (<https://classes.ku.edu>)
- Classes required to complete your degree, major(s), and/or minor(s)

What to Bring to Your Appointment

For all appointments:

- Your advisor's name
- A current ARTS form
 - Print one at www.artsform.ku.edu
- A list of things you want to discuss

For enrollment appointments (in addition to the items listed above):

- An updated enrollment worksheet (follow the link at www.advising.ku.edu)
- Your past advising and enrollment information
 - Visit your advising notes in the [Kyou portal](#)

Get the Most Out of Your Appointment

Arrive on time and know your advisor's name.

Go to 126 Strong Hall to check-in.

If you arrive 10 or more minutes late for your advising appointment, you will be asked to reschedule.

Things to Do to Ensure a Successful Appointment:

- Be ready to discuss your situation, plans, and goals with an open mind.
- Be honest with your advisor and yourself.
- Be prepared to discuss the information you have gathered that is relevant to your goals for the meeting.
- Revisit your advising notes in the [Kyou portal](#)
- Ask questions! This is your chance to find out everything you ever wanted to know about your situation at KU.
- Make sure you leave with copies of notes taken and materials given to you during your appointment.

Now What?, or What to Do After Your Appointment

- Read all materials given to you and follow-up with your advisor if you have questions and/or concerns
- Follow your advisor's instructions and complete any tasks given to you
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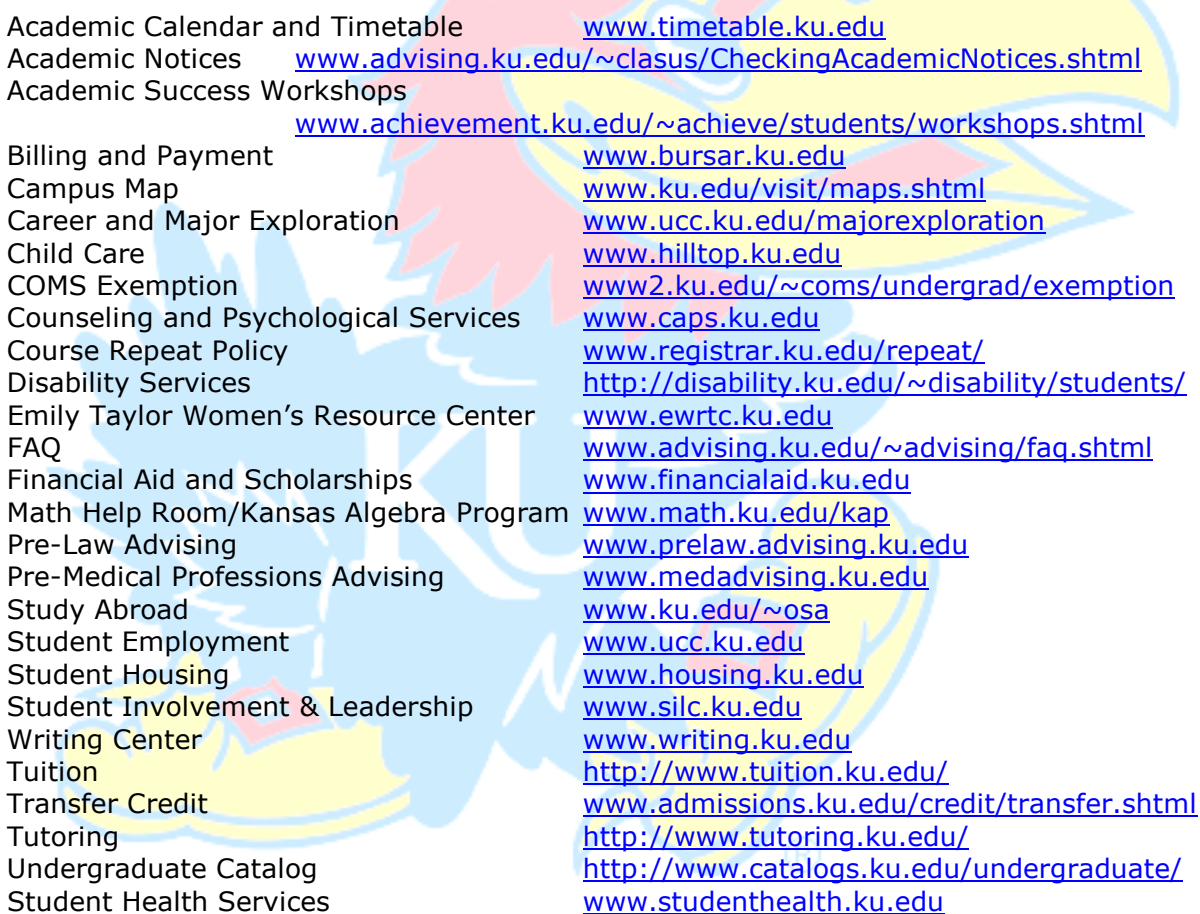
****Read this entire guide before you schedule your appointment****

Important Considerations

****Before dropping a course that reduces your enrollment to below 12 credit hours**, you need to make appropriate arrangements with various departments depending on your circumstances. Dropping below 12 credit hours can affect financial aid, housing, health/auto insurance, fraternity/sorority membership, and other aspects of your academic and personal situations. Be sure to contact your advisor if you are considering dropping below 12 credit hours.

*****If you wish to withdraw from the University (withdraw from all classes)**, meet with your advisor. Your advisor can assist you in understanding appropriate procedures for withdrawal and help you to make academic plans for the future. **You cannot withdraw from all of your classes online.**

Additional Resources



Academic Calendar and Timetable	www.timetable.ku.edu
Academic Notices	www.advising.ku.edu/~clasus/CheckingAcademicNotices.shtml
Academic Success Workshops	www.achievement.ku.edu/~achieve/students/workshops.shtml
Billing and Payment	www.bursar.ku.edu
Campus Map	www.ku.edu/visit/maps.shtml
Career and Major Exploration	www.ucc.ku.edu/majorexploration
Child Care	www.hilltop.ku.edu
COMS Exemption	www2.ku.edu/~coms/undergrad/exemption
Counseling and Psychological Services	www.caps.ku.edu
Course Repeat Policy	www.registrar.ku.edu/repeat/
Disability Services	http://disability.ku.edu/~disability/students/
Emily Taylor Women's Resource Center	www.ewrtc.ku.edu
FAQ	www.advising.ku.edu/~advising/faq.shtml
Financial Aid and Scholarships	www.financialaid.ku.edu
Math Help Room/Kansas Algebra Program	www.math.ku.edu/kap
Pre-Law Advising	www.prelaw.advising.ku.edu
Pre-Medical Professions Advising	www.medadvising.ku.edu
Study Abroad	www.ku.edu/~osa
Student Employment	www.ucc.ku.edu
Student Housing	www.housing.ku.edu
Student Involvement & Leadership	www.silc.ku.edu
Writing Center	www.writing.ku.edu
Tuition	http://www.tuition.ku.edu/
Transfer Credit	www.admissions.ku.edu/credit/transfer.shtml
Tutoring	http://www.tutoring.ku.edu/
Undergraduate Catalog	http://www.catalogs.ku.edu/undergraduate/
Student Health Services	www.studenthealth.ku.edu